

**TOWN OF ELSMERE
RENTAL PERMIT APPLICATION**

OFFICIAL USE ONLY

Date paid: _____ Received by: _____
Tax Check: OK Delinquent
APPROVED
Vehicle Info Provided/on file Yes No
Lease copy Provided/On file Yes No
Check #: _____
Lic. No. Issued: _____
Customer ID: _____
By: _____
Date checked: _____
NOT APPROVED (reason) _____
Code Official: _____
Date: _____

Rental Property Address:

Street Address

City State Zip

Tax Parcel Number _____

Type of Property:

Single Family Home _____ Apartment _____

Business _____ Other _____

Number of Units:

Residential Commercial Total

Property Owner:

First Name Middle Last

Owners Home Address

City State Zip

Business Phone Number Home Phone Number

Management Company (if applicable):

Name: _____ **Representative:** _____

Address: _____ **Telephone:** _____

City/State/Zip: _____ **Elsmere License Number:** _____

Complete This Section for Residential Rentals

Unit Number: _____ Date of occupancy (Month/Year): _____

Primary Occupants Name: _____ Home Phone: _____ Bus Phone: _____

Total Number of Occupants: _____ Bedrooms: _____ Bathrooms: _____ Total Square Footage: _____
Adults Children

Additional units require a separate application

READ THIS

A copy of the lease or agreement between the tenant and owner of each rental unit and a copy of the registration and color of all vehicles that will be kept at the property, or a statement indicating the unit is vacant must accompany this application.

Complete This Section for Commercial Rentals

Business Name of Primary Occupants: _____ Bus Phone: _____

Type of Business: _____

Name of Business Owner: _____ Home Phone: _____

Business Owners Home Address: _____

Unit Square Footage: _____ Total Square Footage of Structure: _____

Additional units require a separate application

READ THIS

A copy of the lease or agreement between the tenant and owner of each rental unit must be included

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and I further certify that I am aware that I am required to notify the Town of Elsmere should any changes to the above information occur.

Owner's Signature

Date